Meeting Highlights	**EPMO SDLC Workgroup**

DAY: Friday, May 6th, 2011
TIME: 9:00 A.M. – 12:00 P.M.
LOCATION: Department of Insurance
(Dobbs Building, 430 N Salisbury Street, Raleigh, Conference Room 2238)
or Dial-In 919-212-3144

Meeting Called By:	SDLC Workgroup Members
Meeting Purpose:	Gain final approval on the recommended workflow for agile development projects over $500K.
Attendees:	**Present:** Carolyn Broadney, Department of Transportation David Brown, Department of Insurance Chris Cline, NC Community College System Bill Kelly, Department of Revenue Gaye Mays, Statewide Enterprise Project Management Office Cheryl Ritter, Department of Transportation Subha Sridharan, Department of Health & Human Services **Not in attendance:** Beau Garcia, Department of Insurance Ronda Jones, Dept. of Public Instruction Ann Tyndall, Dept. of Public Instruction Michele Jackson, Dept. of Revenue Arun Kumar, Dept. of Health & Human Services LaQuita Hudson, Information Technology Services
Guests:	N/A

About the Modular Workflow
We will make a correction around the closeout and the project retrospective. Another item that needs to be corrected on the diagram is that Gate 2 should be "Build & Implement Review & Approval" instead of "P&D Review and Approval".

One of feedback points received was related to templates. This raised a question about the degree to which this group should develop templates. In general, the group agreed that we will not develop templates but will provide examples when we have them.

The Burndown Chart is of special interest because it replaces the Staffing Plan. David took an **action item** to have Beau Garcia send us a soft copy of the Burndown Chart Template.

Gaye stated that we could provide other examples, but have to be aware of copyright issues.

With the above discussion of the Modular Workflow in mind, we determined that the Workflow can be updated and submitted to Kathy Bromead, EPMO Director for review.

A question was raised about what flexibility exists to modify the TASD. The consensus was that this is outside the scope of the current group.

We want the QA group to attend our next meeting to discuss the alignment of sprints to monthly reporting (Vicki Kumar is already on the agenda for next month).   The QA group will be scheduled at a later meeting. The group feels that there is not a need to align the sprints with monthly reporting. The sprints are part of milestones that would be reported on normally.

Cheryl advised that Vicki Kumar may be able to have an agile consultant speak to the team at a future meeting.

About Retrospectives
The group distinguished between *Sprint* Retrospectives and *Project* Retrospectives. We concentrated on the Project Retrospective which occurs in the Closeout phase.   This retrospective is analogous to a Lessons Learned exercise.

We will assist agencies by describing the Project Retrospective and by providing some examples and guidance, but the agencies will choose their own way of conducting the retrospectives.

We will also show that sprint retrospectives are required. In the Phase 3 (Build & Implement) section of the Modular Workflow, the Agency Document Checklist includes the Sprint Retrospective.

Our group will suggest adding a collaborative track within PMAG for agile discussion and sharing of assets (e.g., templates). Gaye will follow up with Bob Giannuzzi who chairs this meeting.

Our group believes that other iterative methodologies can/should use the Modular Workflow for agile.

About the Agile Readiness Assessment
Cheryl suggested that we review the basic agile principles to help determine what some readiness factors would be. We also reviewed the readiness questions in the assessment tool that Bill had identified.   There was consensus that the PM should have agile experience because agile project management is very different than waterfall project management. Cheryl suggested that in the PM Interview, the PMA can ask if the PM has agile experience.

We will not tell the agencies which readiness assessment tool they have to use or how to conduct the assessment. They can do that on their own. We can suggest that the readiness assessment is something they should do when considering moving into agile projects and we can provide suggestions or examples if requested.

The EPMO will require a high level Agile Readiness Assessment be completed at Gate 1. The team proceeded to draft the high level assessment for the EPMO to review.

About Budget

Subha: There are questions about the staffing plan. We want to run some ideas (e.g., burndown chart) past Sarah Proper (OSBM).

We are not ready for that yet. It will probably be August or September timeframe for OSBM review. We will organize our relevant issues and send them to OSBM a month in advance of their meeting with us.

Cheryl will ask Vicki Kumar to share perspective on what we are doing from the standpoint of an approver. Vicki can discuss this at the next meeting. We will not reserve a call-in number, but rather will call out to Vicki.

Meeting Schedule Change
The group will now meet on the second Wednesday of each month from 9:00 to 12:00. The next meeting will be on June 8.

Agenda for Next Meeting
- Feedback on the Modular Workflow
- Feedback on Agile Readiness Assessment
- Discussions with Vicki Kumar
- Prepare for Agile consultant discussion (what documents do we want to provide prior and what are our questions)
- Review Action Items

ACTION ITEMS / NEXT STEPS			
No.	**Item**	**Assigned To**	**Status**
1.	Kathy will investigate whether hours on the PPM tool status tab can be eliminated since the burn-down chart could really suffice for the staffing plan.	Kathy	Open
2.	Review ITS service catalog and identify what is documented well, identify gaps (forms, flow, lead times, etc.) that are most painful to the agencies.	Linda/LaQuita	Close, out of scope for this team
3.	Plug any holes in service catalog identified by work group. Get standard provision time, forms, flows provided by service owners where gaps exist after initial gaps are identified.	Donna Spaulding (Brian's replacement)	Close, out of scope for this team
4.	Provide presentation on the process for hosting delivery and provisioning to workgroup	Donna Spaulding (Brian's replacement)	Open
5.	Research possible speakers for future meetings to help group gain more knowledge on Agile viability and scalability.	Cheryl & Team	Open
6.	Share lifecycle working document that Kathy is working on with Nevin Fouts.	Kathy	Open

7.	Provide Transition Plan examples from projects that are currently transitioning	Gaye Mays	Complete
8.	How is O&M transition being done within DHHS?	Subha	Open
9.	EPMO Standardize on whether or not to justify "No" responses on agency document checklist	Kathy	Open
10.	What phase would you use for most of the iterations/Sprints? E&B or Implementation? Research and make recommendations to the team.	Cheryl	Close, most will be in B&I phase
11.	Feedback on "Modular Workflow" document	Team	Closed
12.	Follow up with Beau Garcia on "Sprint Retrospective" document and search the internet for an example document	Gaye Mays	Closed
13.	Check with Doug Banich on final TASD review	Gaye Mays	Closed
14.	Investigate on "Agile Readiness Assessment" document.	Cheryl Ritter and Bill Kelly	Closed
15.	Invite Vicki Kumar to meet with the group to gain more insight into Agile processes as defined by PMI	Cheryl Ritter	Closed
16.	Follow up on if the budget changed drastically after initial budget proposal for an agile project.	Cheryl Ritter	Close, process will be same a today
17.	Can the tool accommodate projects go back from Waterfall to Agile or vice versa	Gaye Mays	Close, process same as today, would go back to Gate 1
18.	Follow-up with Bob Giannuzzi on including Agile best practices, lessons learned, etc. on PMAG monthly meeting agenda.	Gaye Mays	Open

6/23/2011